

DEPARTMENT OF THE AIR FORCE
Headquarters 81st Training Wing (AETC)
Keesler Air Force Base, Mississippi 39534-5000

KEESLER AFB SUPPLEMENT 1
AFI 33-111
21 April 1999



"HOLDOVER"

"The basic publication has been revised; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

Communications and Information

★ TELEPHONE SYSTEMS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.

NOTICE: This publication is available electronically. Contact the Master Reference Library, 81 CS/SCPI, for assistance.

OPR: 81 CS/SCMP

(MSgt David R. Weekley)

Supersedes AFI 33-111/Keesler AFB Sup 1, 8 Nov 96.

Certified by: 81 CS/SCM (Capt Michelle A. Pokorny)

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AFI 33-111, 1 May 98, is supplemented as follows.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Table of Contents, Attachment 7 (Added), TCO Appointment Letter, *Sample*

Table of Contents, Attachment 8 (Added), Keesler AFB Form 1, *Sample*

9.1.1. (Added) The commander of each agency and tenant organization will appoint a primary and alternate TCO in writing (Attachment 7). Both TCOs will be staff sergeant or above, or GS-5 or above. New appointment letters are required when a TCO is relieved from duty, transferred, or separated from service.

10.1.10.1. (Added) Local TCO Responsibilities:

10.1.10.1.1. (Added) Imposes financial liability or grants relief from responsibility in accordance with AFI 23-111, *Management of Government Property in Possession of the Air Force*, and DODR 7000-14V4, *DOD Financial Management Policy and Procedures*, if telephone equipment is damaged or destroyed through fault or neglect on the part of a responsible individual. Processes claims resulting from findings of pecuniary liability in accordance with AFI 51-501, *Tort Claims*, and AFI 51-502, *Personnel and Government Recovery Claims*.

10.1.10.1.2. (Added) Requests telephone service by submitting Keesler AFB Form 1, **Local Telephone Data/Transmission Request** (Attachment 8) to 81 CS/SCMP. All requests will be accompanied by a drawing of current and proposed floor plans and submitted to comply with the following time lines.

10.1.10.1.2.1. (Added) Priority telephone service: 7 days prior to required service date. Routine telephone service (i.e., installations, relocations, modifications, and removals): 30 days prior to required service date. **NOTE:** Without a waiver from the Maintenance Superintendent, 81 CS will not relocate, reconfigure, or change telephone service for at least 90 days after installation.

10.1.10.1.2.2. (Added) Local commercial business lines: 30 days prior to the required service date.

10.1.10.1.2.3. (Added) All other telephone service (i.e., commercial long distance lines, new facility requirements, and computer systems circuits): 180 days prior to required service date.

10.1.10.1.3. (Added) Issues authorization code to individuals placing official Federal Telephone System (FTS) 2000 or commercial long distance calls.

10.1.10.1.3.1. (Added) AF Form 1072 is closed out at the end of each calendar month.

10.1.10.1.3.2. (Added) In accordance with AFI 33-111, Unit Telephone Control Officers (TCO) must log each commercial long distance call on AF Form 1072, **Authorized Long Distance Telephone Calls**, and at the end of each billing period close out the form with the statement: "I certify that a verification check has been performed on all above listed calls and payment is due." This procedure is required for all commercial calls regardless of how the call is made.

10.1.10.1.4. (Added) Reconciles telephone bills against AF Form 1072.

10.1.10.1.4.1. (Added) Verifies long distance calls which appear on the telephone bill but not on the AF Form 1072, and indicates any differences on the AF Form 649, **Verification of Long Distance Calls**, submitted to 81 CS/SCX.

10.1.10.1.4.2. (Added) Unit TCO is required to sign the certification statement on the AF Form 1072.

10.1.10.1.4.3. (Added) Provides assistance to 81 CS to obtain government reimbursement for all unofficial calls.

10.1.10.1.5. (Added) Periodically inspects all unit telephone instruments to check operational condition, adequacy, and essentiality, and to ensure DD Form 2056, **Telephone Monitoring Notification Decal**, and 911 sticker, supplied by 81 CES/CEFS, are affixed to each instrument.

10.1.10.1.6. (Added) Provides telephone number changes to the Telephone Directory Clerk (81 CS/SCMT).

10.1.10.1.7. (Added) Briefs newly assigned personnel on the proper use of the telephone system to include as a minimum:

10.1.10.1.7.1. (Added) Need for security considerations (i.e., ensuring there are no depressed keys when the phone is not in use, etc.).

10.1.10.1.7.2. (Added) Awareness that phone is for government official business only and possible consequences of telephone abuse.

10.1.10.1.7.3. (Added) Procedures for obtaining authorization codes.

10.1.10.1.7.4. (Added) Use of DSN/FTS 2000 for long distance calls (for economic reasons).

10.1.10.1.8. (Added) Provides periodic refresher training to all personnel, including changes and responsibilities concerning the use of telephones.

10.1.10.1.9. (Added) The 81st Communications Squadron installs, modifies, removes, relocates, and provides maintenance for approved Keesler AFB Form 1 requirements and existing telephone equipment. Relocation or repair of telephone equipment by anyone other than 81 CS telephone maintenance personnel is prohibited.

49. FORMS PRESCRIBED. Keesler AFB Form 1, **Local Telephone/Data Transmission Request.**

MICHAEL W. BARTLETT, Colonel, USAF
Vice Commander, 81st Training Wing

Attachment 7**TCO APPOINTMENT LETTER, *Sample***

MEMORANDUM FOR 81 CS/SCX

FROM: ORGANIZATION/CC

SUBJECT: Appointment of Telephone Control Officers (TCO)

1. Primary TCO

- a. Rank/Name: (Must be Staff Sergeant/above, or GS-5/above):
- b. Payroll Signature:
- c. Organization/Office Symbol:
- d. Building/Room Number:
- e. Duty Phone:

2. Alternate TCO

- a. Rank/Name: (Must be Staff Sergeant/above, or GS-5/above)
- b. Payroll signature:
- c. Organization/Office Symbol:
- d. Building/Room Number:
- e. Duty Phone:

3. This supersedes our letter, (date).

(Signed by Commander)

Attachment 8

KEESLER AFB FORM 1, Sample

LOCAL TELEPHONE / DATA TRANSMISSION REQUEST					WO NUMBER <i>Office Use Only</i>		
1. TO: 81 CS / SCMO		2. ORGANIZATION / OFFICE SYMBOL					
3. USER / POINT OF CONTACT		4. PHONE NUMBER		5. BLDG NUMBER		6. ROOM NUMBER	
7. DATE SUBMITTED		8. DATE REQUIRED			9. SELECT ONE		
					ROUTINE		
					PRIORITY		
10. SELECT APPROPRIATE MISSION IMPACT CODE							
1. MISSION FAILURE		2. SERIOUS MISSION DEGRADATION			3. MISSION IMPACT		
11. REQUIREMENT (ATTACH FLOOR PLAN)							
<p><i>Each KAFB Form 1 must have a floor plan showing existing and proposed locations.</i></p>							
12. JUSTIFICATION							
<p><i>Provide a brief justification for work to be accomplished.</i></p> <p><i>Priority requests must have a detailed justification signed by Unit Commander.</i></p> <p><i>Block 14. Must be blank.</i></p>							
13. SIGNATURE OF TCO OR COMMANDER				14. SIGNATURE OF APPROVING AUTHORITY			
FOR SURVEY USE ONLY							
PROPOSED SOLUTION (SURVEYOR NOTES)				EQUIPMENT		AMOUNT	COST
				3982			
				3983			
				2500			
				2564			
				DUAL LINE			
				P - PHONE			
				DU - 100			
				MISC.			